

CMS Singapore

CMSS with FOREX linkage User Guide

Things to note

- Please make sure that you have the Maker or Approver rights (in CMSS) and Dealing rights (in FOREX) before referring to this user guide.
- For Payment Creation – starts on **Page 3** ([←click here](#))
- For Payment Approval – starts on **Page 16** ([←click here](#))

Cash — Payment / Collection

Administration | Log

COMSUIE Portal

To Do | Detail

Administration 2
 Password Reset 1
 OTP Token Activation 1
 Notice 12

Direct Links

Cash Management
 GCMS Plus 2
 FOREX
 CMS Singapore 1
 Cash Forecasting

Trade Finance
 Trade Manager

Global Cash Balance

Balance by... Customer: ALL | Base Currency: JPY [Rate by Bank] Settings

Total | 0 a/c
 110.0
 90.0

Please register Base Currency in GCMS Plus to display balance.
 There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus.
 There is an account(s) that doesn't have balance details.
 There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.

Closing Balance | Intraday Balance

EMEA 0 a/c
 10.0
 50.0

East Asia 0 a/c
 50.0
 10.0

North America 0 a/c
 -50.0
 60.0

Others | 0 a/c
 50.0
 30.0

Asia Pacific 0 a/c
 50.0
 20.0

Central & South America 0 a/c
 50.0
 -50.0

Page Top

To Do - Detail

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	1	1	-
OTP Token Activation	1	1	-

Task List | Information Reporting | **Cash** | Services | Corporate Admin

Payment/Collection 3 | File Upload | Cash Reports

1 Login to COMSUIE & click on CMS Singapore

2 Click on Cash

3 Click on Payment / Collection

Select Product Group

Cash > Payment/Collection

Payment/Collection Select Transaction Template

Transaction Details

1 Please Select Product Group *
Please Select

Orderer Account No./Account Name/Currency/Type *
Please Select 2 Balance Inquiry

3 Payment/Collection Mode *
Please Select Product and Orderer Account first

1 Select Product Group (payment type)

2 Select Orderer Account No. (debiting account)

3 Select Payment / Collection Mode

- Book Transfer to Own
(funds transfer between your MUFG SG accounts in any currency – refer to **Page 5** ([←click here](#)))
- Book Transfer to Third Party
(same day payment to another MUFG SG account in any currency – refer to **Page 6** ([←click here](#)))
- Foreign Remittance
(same day payment in foreign currency or to overseas – refer to **Page 6** ([←click here](#)))

Book Transfer To Own

Transaction Details

Please Select Product Group *
 RM-Book Transfer to Own

Orderer Account No./Account Name/Currency/Type *

Transaction Currency *
 USD - US Dollar 1

Payment Mode *
 Book Transfer to Own

Transaction Amount *
 10,000.00 2

Customer Reference 4

Value Date *
 03-12-2021 3

Message to Ordering Bank 5

Beneficiary Details

Credit Own Account No./Account Name/Currency/Type * 6

Additional Beneficiary Details

Message to Beneficiary A

Send Payment Notification B

FX Details

Spot Rate 7 New FOREX Contract Assign

Although the Bank shall make every effort to ensure that the information is updated and accurate, the Bank shall not be liable in any way for any loss or damage arising from or occasioned by any error, inaccuracy, delay or omission of information. The Bank further reserves the right to amend any information without notice.

Exchange Method	Contract No.	Buy Currency	Buy Amount	Sell Currency	Sell Amount	Exchange Rate	Deal Date	Contract Start Date	Contract End Date	Performed By
New FOREX Contract	N/A									

• – required | • – optional

- 1 Select Currency (Customer Buy)
 - 2 Enter Amount
 - 3 Select Value Date
 - 4 Enter Customer Reference (you may enter invoice no, billing no, short payment description, etc.)
 - 5 Enter Message to Ordering Bank
(using this may cause delay in your payment. Use this only if you have a special instruction to us)
 - 6 Select Credit Own Account No. (crediting account)
 - 7 Select New FOREX Contract
- Proceed to Page 12 ([←click here](#))

Note:

- A Enter Message to Beneficiary (for additional information to your beneficiary)
- B Click on Payment Notification (notify your beneficiary via email of the payment details)
(refer to Page 11 ([←click here](#)) for more details)

Go back to Page 4 ([←click here](#))

FR / BTT

The screenshot shows a 'Transaction Details' form with the following fields and callouts:

- 1**: Transaction Currency (USD - US Dollar)
- 2**: Transaction Amount (10,000.00)
- 3**: Value Date (02-12-2021)
- 4**: Charges Borne By (SHA selected)
- 5**: Charge Account
- 6**: Customer Reference
- 7**: Message to Ordering Bank

Other fields include: Please Select Product Group (RM-Foreign Remittance), Orderer Account No./Account Name/Currency/Type, Payment Mode (Foreign Remittance), and Purpose of Transfer (OTHR - Other).

● – required | ● – optional
FR – Foreign Remittance | BTT – Book Transfer to Third Party

- 1 Select Currency (Customer Buy)
 - 2 Enter Amount
 - 3 Select Value Date
 - 4 Select Charges Borne By (applies to FR)
 - OUR – all bank charges will be paid by you
 - BEN – all bank charges will be paid by beneficiary
 - SHA – local bank charges will be paid by you & overseas bank charges will be paid by beneficiary
 - 5 Select Charge Account (debiting account for bank charges. applies to FR)
 - 6 Enter Customer Reference (you may enter invoice no, billing no, short payment description, etc)
 - 7 Enter Message to Ordering Bank (using this may cause delay in your payment. Use this only if you have a special instruction to us)
 - To pay an existing beneficiary, proceed to **Page 7** (←click here)
 - To pay a new beneficiary, proceed to **Page 8** (←click here)
- Go back to **Page 4** (←click here)

FR / BTT — Existing Beneficiary

Beneficiary Details

Existing Beneficiary New Beneficiary

Save as Beneficiary

Beneficiary ID: JOHN DOE

Beneficiary Bank: DBSSSGSG

Beneficiary Account No.: 9988776655

Beneficiary Name & Address: JOHN DOE, 7 Straits View 23-01 Marina One, East Tower Singapore 018936

Beneficiary Bank Country: SG - SINGAPORE

Additional Beneficiary Details

Message to Beneficiary: [Text Area]

Send Payment Notification:

FX Details

Spot Rate New FOREX Contract

Exchange Method	Contract No.	Buy Currency	Buy Amount	Sell Currency	Sell Amount	Exchange Rate	Deal Date	Contract Start Date	Contract End Date	Performed By
New FOREX Contract	N/A									

Intermediary Bank is required

Beneficiary/Debtor Listing

Beneficiary/Debtor ID	Beneficiary/Debtor Name	Beneficiary/Debtor Account No.
JANE.DOE	JANE DOE 7 Straits View 23-01 Marina One	6677889900
JOHN.DOE	JOHN DOE 7 Straits View 23-01 Marina One	9988776655

● – required | ● – optional
FR – Foreign Remittance | **BTT** – Book Transfer to Third Party

- 1 Select Existing Beneficiary
 - 2 Click on to select an existing beneficiary
 - 3 Click on Beneficiary ID (e.g. [JOHN.DOE](#)) to select a beneficiary
 - 4 Select New FOREX Contract
 - 5 Select Intermediary Bank (applies to FR only. Refer to [Page 9](#) (←click here) for more details)
- Proceed to [Page 12](#) (←click here) for submission

Note:

- A** Enter Message to Beneficiary (to provide additional information to your beneficiary)
 - B** Click on (to notify your beneficiary via email of the payment details)
- (refer to [Page 10](#) (←click here) for more details)

Go back to [Page 6](#) (←click here)

FR / BTT — New Beneficiary

Beneficiary Details

Existing Beneficiary
 New Beneficiary

Save as Beneficiary

Beneficiary ID
JOHN SMITH

Beneficiary Account No. *
9988776655

Beneficiary Name & Address *
City name is required
JOHN SMITH
7 Straits View 23-01 Marina One
East Tower Singapore 018936

Beneficiary Country *
SG - SINGAPORE

Beneficiary Bank

SWIFT BIC *
DBSSSGSG

Bank Name & Address *
City name is required
DBS BANK LTD.
HEAD OFFICE (SINGAPORE)
12MARINA BLVD,DBS ASIA CTRL MARINA
BAY FIN CTR TWR 3,SINGAPORE 018982

Beneficiary Bank Country *
SG - SINGAPORE

Additional Beneficiary Details

Message to Beneficiary
/ Payment Purpose

Send Payment Notification
Payment Notification

FX Details

Spot Rate
 Contract
 New FOREX Contract

Assign

Although the Bank shall make every effort to ensure that the information is updated and accurate, the Bank shall not be liable in any way for any loss or damage arising from or occasioned by any error, inaccuracy, delay or omission of information. The Bank further reserves the right to amend any information without notice.

Exchange Method	Contract No.	Buy Currency	Buy Amount	Sell Currency	Sell Amount	Exchange Rate	Deal Date	Contract Start Date	Contract End Date	Performed By
New FOREX Contract	N/A									

Intermediary Bank Details

Intermediary Bank is required

● – required | ● – optional
FR – Foreign Remittance | **BTT** – Book Transfer to Third Party

- 1 Select New Beneficiary
 - 2 Tick Save as Beneficiary (to save your beneficiary into Beneficiary Master)
 - 3 Enter Beneficiary ID (to identify your beneficiary)
 - 4 Enter Beneficiary Account No.
 - 5 Enter Beneficiary Name & Address (City name required for FR)
 - 6 Select Beneficiary Country (applies to FR only)
 - 7 Select Beneficiary Bank (applies to FR. Refer to **Page 11** (←click here) for more details)
 - 8 Select New FOREX Contract
 - 9 Select Intermediary Bank (applies to FR only. Refer to **Page 9** (←click here) for more details)
- Proceed to **Page 13** (←click here) for submission

Note:

- A** Enter Message to Beneficiary (additional information to your beneficiary)
- B** Click on **Payment Notification** (notify your beneficiary via email of the payment details)
- (refer to **Page 10** (←click here) for more details)

Go back to **Page 8** (←click here)



Intermediary Bank Details

Intermediary Bank Details

Intermediary Bank is required

Intermediary Bank SWIFT Code/BIC  **1**

Intermediary Bank Name & Address

 A

Intermediary Bank Country Please Select **B**

• – required | • – optional

- 1 Click on  to select Intermediary Bank
- Go back to **Page 7** ([←click here](#)) – for existing beneficiary
- Go back to **Page 8** ([←click here](#)) – for new beneficiary

Note:

To enter manually the Intermediary Bank Name & Address instead:

- A** Enter Intermediary Bank Name & Address
- B** Select Intermediary Bank Country

Payment Notification

Add Payment Notification

Notification Detail

1

Email Address

johnsmith@hotmail.com 2

Payment Notification Amount
SGD 0.00

3 Send Payment Notification

You confirm that you understand the risks involved in internet communication networks (including world wide web and electronic mails) and accept as adequate whatever security measures as may be taken or adopted by the Bank against such risks. You agree not to transmit any price-sensitive information through this site and shall be solely responsible and liable for all risks and liabilities incurred or arising from or relating to such transmission.

4

< Back Save

● – required | ● – optional
FR – Foreign Remittance | BTT – Book Transfer to Third Party

- 1 Enter Additional Message
 - 2 Enter beneficiary's email address (to enter multiple email addresses, please use semicolon (;) as separator)
 - 3 Make sure Send Payment Notification is ticked
 - 4 Click
- Go back to **Page 7** (←click here) – for existing beneficiary (FR / BTT)
 - Go back to **Page 8** (←click here) – for new beneficiary (FR / BTT)

Beneficiary Bank

Beneficiary Bank

SWIFT BIC *

DBSSSGSG **1**

A **Bank Name & Address ***
City name is required

DBS BANK LTD.

HEAD OFFICE (SINGAPORE)

12MARINA BLVD, DBS ASIA CTRL MARINA

BAY FIN CTR TWR 3, SINGAPORE 018982

Beneficiary Bank Country *

SG - SINGAPORE **B**

• – required | • – optional

1 Click on to select Beneficiary Bank

- Go back to **Page 7** (←click here) – for existing beneficiary
- Go back to **Page 8** (←click here) – for new beneficiary

Note:

- To enter manually the Beneficiary Bank Name & Address instead (applies to Foreign Remittance only):
 - A** Select Bank Name & Address
 - B** Enter Bank Name & Address
 - C** Select Beneficiary Bank Country

Submission — Existing Beneficiary

Other Details

Internal Remarks *(Information below are not included in this payment instruction)*

1

[Save as Draft](#) [Preview](#)

Beneficiary Details

Save as Beneficiary

Beneficiary ID JOHN DOE <small>(Existing)</small>	SWIFT BIC DBSSSGSG
Beneficiary Account No. 9988776655	Bank Name & Address DBS BANK LTD.
Beneficiary Name & Address JOHN DOE 7 Straits View 23-01 Marina One East Tower Singapore 018936	HEAD OFFICE (SINGAPORE) 12MARINA BLVD,DBS ASIA CTRL MARINA BAY FIN CTR TWR 3,SINGAPORE 018982
Beneficiary Country SG - SINGAPORE	Beneficiary Bank Country SG - SINGAPORE

Additional Beneficiary Details

Message to Beneficiary
-

2

[< Back](#) [Save as Template](#) [Submit](#)

1 Click [Preview](#)

2 Click [Submit](#)

- Proceed to [Page 14](#) (←click here) – Request Rate

Submission — New Beneficiary

Other Details

Internal Remarks *(Information below are not included in this payment instruction)*

1

[Save as Draft](#) [Preview](#)

Challenge Code: 455564 **2** **3**

Response Code:

[< Back](#) [Submit](#)

Token Instructions **A**

● – required | ● – optional

- 1** Click [Preview](#)
 - 2** Enter Response Code (click on  **A** for token instructions)
 - 3** Click [Submit](#)
- Proceed to [Page 14](#) (←click here) – Request Rate

Request Rate

Confirm to perform Request Rate?

OK SKIP

1

OR

2

3

4

5

A

New FOREX Contract

FOREX Contract

Customer's Buy AED 999,999.00

Customer's Sell EUR 425.00

Deal Date 08 Apr 2021

Value Date 08 Apr 2021

FOREX Customer Reference

The corresponding FX deal will only be settled after the related payment transaction has been approved and successfully transmitted to the bank.

In case of Value Today, I have confirmed the following:
At the time on execution, the account balance is more than or equivalent to the transaction amount.

Challenge Code: 637374

Response Code *

Request Rate

Rate Result

Exchange Rate 1.26

Valid Time

Refresh Cancel Accept

Token Instructions

- 1 Click **OR** (if you clicked SKIP, please go to next page. Approver will book FX rate instead)
- 2 Tick FX Agreement
- 3 Enter Response Code (click on **A** for token instructions)
- 4 Click
- 5 Click

Submission — Completed

Payment - Acknowledgement

 **Successful.**
Task submitted. 1

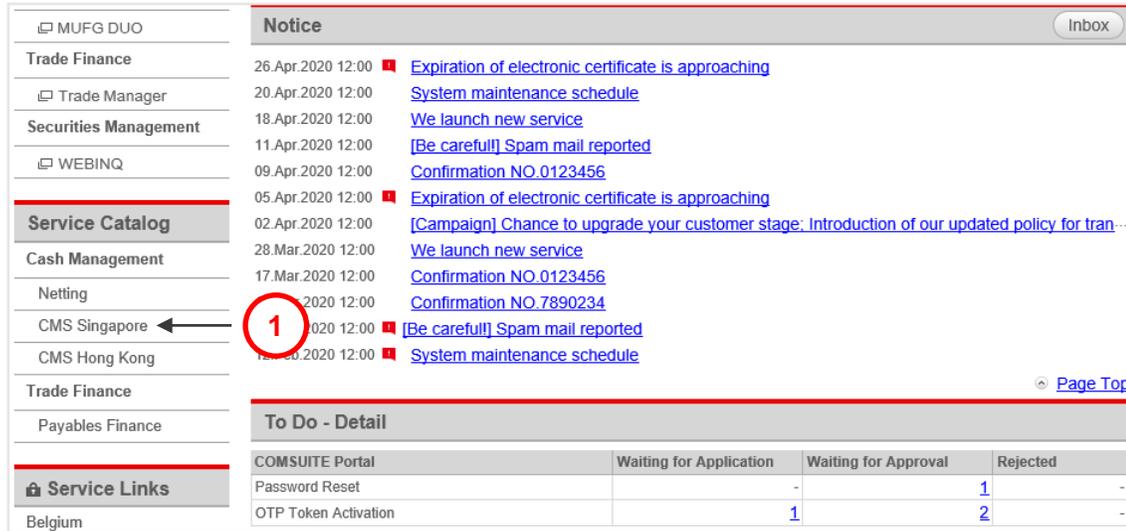
[Print](#)

FX Details

Exchange Method	Contract No.	Buy Currency	Buy Amount	Sell Currency	Sell Amount	Exchange Rate	Deal Date	Contract Start Date	Contract End Date	Performed By
New FOREX Contract	Pending FX Contract No.	AED	999,999.00	EUR	425.00	1.26	08 Apr 2021	08 Apr 2021	08 Apr 2021	CFOMARKM1

1 Click

Pending Authorisation



Notice

26.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

20.Apr.2020 12:00 [System maintenance schedule](#)

18.Apr.2020 12:00 [We launch new service](#)

11.Apr.2020 12:00 [\[Be careful!\] Spam mail reported](#)

09.Apr.2020 12:00 [Confirmation NO.0123456](#)

05.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

02.Apr.2020 12:00 [\[Campaign\] Chance to upgrade your customer stage: Introduction of our updated policy for tran...](#)

28.Mar.2020 12:00 [We launch new service](#)

17.Mar.2020 12:00 [Confirmation NO.0123456](#)

2020 12:00 [Confirmation NO.7890234](#)

2020 12:00 ■ [\[Be careful!\] Spam mail reported](#)

2020 12:00 ■ [System maintenance schedule](#)

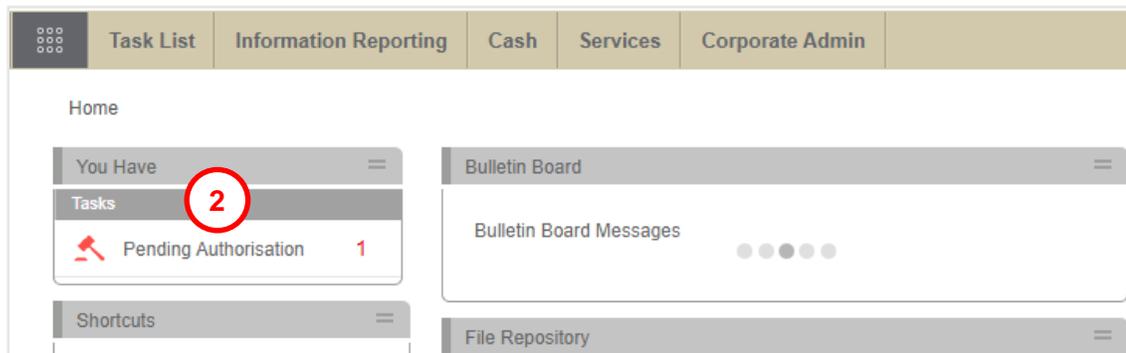
[Page Top](#)

To Do - Detail

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-

1 Login to COMSUIE & click on **CMS Singapore**

2 Click on **Pending Authorisation**



Task List Information Reporting Cash Services Corporate Admin

Home

You Have Tasks

Pending Authorisation 1

Shortcuts

Bulletin Board

Bulletin Board Messages

File Repository

Task List

Task List

Company: All | Product/Function: All | Status: All

Orderer Account No.: All | Value Date: From To | Search | [Advanced Search](#)

<input checked="" type="checkbox"/>	Product	Transaction Reference No.	Batch Ref. No. / File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Status
<input checked="" type="checkbox"/>	RM-Foreign Remittance (SG)	11100202797	-	13 Nov 2023	USD 50,000.00	JOHN DOE JOHN DOE - 9876543210	-	Pending Authorisation

Return | Decline | Approve

1

A

B

C

2

1 Select transaction(s) to approve

2 Click

Note:

- To view transaction details, click on Product **A** (e.g. [GIRO Payment \(SG\)](#))

(refer to **Page 21** ([←click here](#)) for more details)

- To return transaction(s) back to the Maker if needs correction, select transaction(s) **1**,

click **B** & proceed to **Page 22**

- To reject transaction(s), select transaction(s) **1**, click **C** &

proceed to **Page 23**

Approve Transaction

Approval Confirmation

You are approving 0 non-financial transactional task(s) and 1 financial transactional task(s).

■ **Summary of Financial Transactional Task(s)**

Provider	Product	Currency	Total Transaction Amount	No. of Transaction
SG	RM-Foreign Remittance (SG)	USD	10,000.00	1

There are some transaction required to perform [Request Rate]
Please click [here](#) to view the list.

*Pre-Advice for forward value date transaction only.

You declare that the requested transaction(s) (the "Transaction") is not related to any parties and/or country that are subjected to any economic or trade sanctions laws or regulations and agree that the Transaction shall be entirely at your risk and subject to the terms and conditions stated in the Service Agreement entered into with the Bank, of which you have read and accepted. You further declare that the Transaction does not fall under a transaction related to Iran or North Korea restricted under the FEFTA (The Foreign Exchange and Foreign Trade Act of Japan).

Challenge Code: 971067
Response Code *

Token Instructions

1 Tick Declaration

2 Enter Response Code (click on   for token instructions)

3 Click to confirm

1

2

3

A

Request Rate

Confirm to perform Request Rate?

1 OK SKIP

New FOREX Contract

■ FOREX Contract

Customer's Buy AED 999,999.00
Customer's Sell EUR 425.00
Deal Date 08 Apr 2021
Value Date 08 Apr 2021
FOREX Customer Reference

The corresponding FX deal will only be settled after the related payment transaction has been approved and successfully transmitted to the bank.
 In case of Value Today, I have confirmed the following:
At the time on execution, the account balance is more than or equivalent to the transaction amount.

Challenge Code: 637374
Response Code * [.....] 3

4 Request Rate

5 Accept

■ Rate Result

Exchange Rate 1.26
Valid Time

Refresh Cancel Accept

Token Instructions [A]

1 Click OK

2 Tick FX Agreement

3 Enter Response Code (click on [down arrow] [A] for token instructions)

4 Click Request Rate

5 Click Accept

Approval — Completed

Payment - Acknowledgement

 **Successful.**
Task submitted.

[Print](#)

FX Details

Exchange Method	Contract No.	Buy Currency	Buy Amount	Sell Currency	Sell Amount	Exchange Rate	Deal Date	Contract Start Date	Contract End Date	Performed By
New FOREX Contract	Pending FX Contract No.	AED	999,999.00	EUR	425.00	1.26	08 Apr 2021	08 Apr 2021	08 Apr 2021	CFOMARKM1

1 Click

Transaction Details

Payment - Detail

Transaction Details

Please Select Product Group
GIRO Payment

Orderer Account No./Account Name/Currency/Type

Payment Mode
GIRO Payment

Date and Time
10 Nov 2021 10:59:19

Transaction Reference No.
SG2111100199108

File Reference
-

Batch Reference No.
-

Customer Reference
GIRO

Purpose of Transfer
OTHR - Other

Transaction Currency
SGD - Singapore dollar

Total Amount
30,000.00

Value Date
11 Nov 2021

Beneficiary Details

No. of Records: 2

No.	Beneficiary	Beneficiary Bank	Beneficiary Account No.	Amount	Notification	Transaction Status	Reason
1.	JOHN DOE JOHN DOE	DBS BANK LTD DBSSSGSG	1122334455	10,000.00	-	Successfully Sent to Bank	
2.	JANE DOE JANE DOE	DBS BANK LTD DBSSSGSG	6677889900	20,000.00	-	Successfully Sent to Bank	

Challenge Code: 282579

Response Code *

Remarks

max. 500 characters

[< Back](#) [Next Pending Approval List](#)

Token Instructions

1

1 Click on [Back](#) to go back to summary screen

• Go back to [Page 17](#) (←click here)

Return Transaction

184.127.214.10:18101 says

Confirm to return?

1

Task Summary

 **Successful.**
Task returned.

Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
GIRO Payment (SG)	SG2112060199247	-	07 Dec 2021	SGD 10,000.00	1	GIRO -		Successful.	

2

1 Click

2 Transaction(s) has / have been returned. Click

- Go back to **Page 17** ([←click here](#))

Decline Transaction

Require Information ✕

For transaction(s) using New FOREX Contract, [Decline] these transactions will not cancel the FX Contract

Remarks * max. 500 characters

1

2

184.127.214.10:18101 says

Confirm to decline?

3

Task Summary

 **Successful.**
Task declined.

Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
GIRO Payment (SG)	SG2112060199247	-	07 Dec 2021	SGD 10,000.00	1	GIRO -	DJG F#S %&()*+,-./:;<=>? @_[]-2FSGD/ 888010 (SGD) Current Account	Successful.	

4

1 Enter Remarks

2 Click

3 Click

3 Transaction(s) has / have been declined. Click

- Go back to **Page 17** ([←click here](#))